

Employment Opportunities

The Air Force Audit Agency (AFAA) needs innovative and creative individuals who possess strong oral and written communicative skills. Our auditors are highly motivated, goal-oriented, self-starters who are not content sitting behind a desk. Rather, they spend considerable time in the management activity interacting with the customer.

AFAA auditors have the ability to identify and understand critical issues and provide alternatives that achieve a successful conclusion. You will be continually challenged in providing a variety of audit services for Air Force management.

We appreciate your interest in AFAA. If you have any questions, visit our web site at www.afaa.hq.af.mil or contact our Recruiting Coordinator:

Teresa R.F. Irving
HQ AFAA/RM
1126 Air Force Pentagon
Washington DC 20330-1126
(703) 696-5990
AFAAJobs@pentagon.af.mil

Eligibility Requirements

Applicants must:

- Be a U.S. citizen.
- Be able to obtain a Department of Defense security clearance.
- Have an undergraduate degree in accounting or a degree in a related field that includes or was supplemented by either 36 quarter hours or 24 semester hours in accounting (this may include up to 9 quarter hours or 6 semester hours in business law) OR be a college senior within 9 months of completion as previously specified.

Male applicants born after December 31, 1959, must be registered with the selective service.

Selection will be based solely upon merit and without discrimination because of age, race, color, sex, religion, national origin, marital status, physical or mental handicap, creed, political affiliation, or any other non-merit reason.

THE AFAA IS AN EQUAL OPPORTUNITY EMPLOYER

Frequently Asked Questions

Q: What types of work will I be do?

A: We provide audit services for Air Force operations and activities at all levels. Reviews are primarily operational audits in areas such as procurement, logistics, civil engineering, operational readiness, information systems, and other activities at your location. Financial audits comprise about 20 percent of our total work load.

Q: Where are positions located?

A: We have audit offices on many Air Force bases in the continental U.S., Hawaii, and Alaska. Additionally, we have audit offices in Europe and the Pacific that you will be eligible for after becoming a GS-12. These are 2- or 3-year tours, extendable to 5 years, and your family may accompany you.

Q: What are my chances of being moved to other locations in the future?

A: Mobility is an important factor in job progression. Your willingness to transfer for more responsible job assignments better prepares you for career advancement opportunities.

Q: How much travel can I expect?

A: Many of our audit locations require some travel. Although the amount of travel depends on your duty location, the average travel is about 20 percent.

Q: What educational opportunities exist?

A: We encourage professional development and provide financial assistance for post-graduate, job-related studies, certification review courses, and other professional development opportunities. The amount of financial assistance may vary, depending on the availability of funds for this purpose. In addition, AFAA personnel have the opportunity to participate in professional military education courses.

Salary

Within 3 years of noncompetitive employment, a GS-12 auditor makes over \$50,000 annually. Salaries increase in higher cost of living areas. These salaries are based upon the average U.S. pay and are current as of January 2001.

Grade	Annual Rates for Steps									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GS-7	29,273	30,248	31,224	32,200	33,175	34,151	35,126	36,102	37,077	38,053
GS-9	35,808	37,001	38,194	39,387	40,580	41,773	42,966	44,160	45,353	46,546
GS-11	43,326	44,770	46,214	47,658	49,102	50,546	51,990	53,434	54,878	56,322
GS-12	51,927	53,657	55,387	57,118	58,848	60,579	62,309	64,039	65,770	67,500
GS-13	61,749	63,808	65,867	67,926	69,984	72,043	74,102	76,161	78,220	80,279
GS-14	72,969	75,402	77,834	80,267	82,699	85,132	87,564	89,997	92,429	94,862
GS-15	85,832	88,693	91,554	94,415	97,276	100,137	102,998	105,859	108,720	111,581

Based on Calendar Year 2001 'Rest of U.S. Locality Pay'

To view the most current General Schedule (GS) salaries and other locality pay, see the Office of Personnel Management (OPM) web site www.opm.gov/oca/payrates/index.htm.

Quality of Life

COMPRESSED WORKWEEK: This option allows you to work a 5-4/9 work schedule. You may work eight 9-hour days and one 8-hour day each biweekly pay period with alternating Fridays off. An example of a compressed biweekly work period follows:

Week One: Monday-Thursday (9-hour days)
Friday (8-hour day)
Week Two: Monday-Thursday (9-hour days)
Friday (day off)

FLEXIBLE WORK SCHEDULE: You have flexibility in establishing your work hours. You may start work anytime between 6:30 a.m. and 8:30 a.m. and may finish your workday anytime between 3:15 p.m. and 6:00 p.m.

OVERSEAS: After reaching the GS-12 level, you are eligible for overseas tours in Europe and the Pacific. Your family may accompany you and all moving expenses are paid. While overseas, you receive a nontaxable housing allowance, a cost of living allowance, and have full access to the base commissary (grocery store) and medical facilities.

MORALE, WELFARE, and RECREATION: Access to facilities such as bowling alleys, hobby shops, golf courses, and many others.

TICKETS AND TOURS: Opportunity to purchase discounted tickets for local attractions, concerts, and travel.

FITNESS: Access to base fitness centers. Also, some Health and Wellness Clinics provide services such as body-fat analysis, cholesterol and blood pressure screening, and smoking cessation classes.

MOVING EXPENSES: AFAA pays some transportation and moving expenses to your first duty station.

Locations

UNITED STATES:

Alabama

Maxwell AFB (Montgomery)

Alaska

Elmendorf AFB (Anchorage)

Arizona

Davis-Monthan AFB (Tucson)

Luke AFB (Glendale)

Arkansas

Little Rock AFB (Jacksonville)

California

Edwards AFB (Rosamond)

Los Angeles AFB (Los Angeles)

March ARB (Riverside)

Travis AFB (Fairfield)

Vandenberg AFB (Lompoc)

Colorado

Buckley ANGB (Aurora)

Peterson AFB (Colorado Springs)

Delaware

Dover AFB (Dover)

Florida

Eglin AFB (Valparasio)

MacDill AFB (Tampa)

Patrick AFB (Cocoa Beach)

Tyndall AFB (Panama City)

Georgia

Moody AFB (Valdosta)

Robins AFB (Warner Robins)

Hawaii

Hickam AFB (Honolulu)

Idaho

Mountain Home AFB (Mountain Home)

Illinois

Scott AFB (Belleville)

Kansas

McConnell AFB (Wichita)

Louisiana

Barksdale AFB (Boosier City)

Maryland

Andrews AFB (Camp Springs)

Massachusetts

Hanscom AFB (Bedford)

Mississippi

Keesler AFB (Biloxi)

Nebraska

Offutt AFB (Omaha)

Nevada

Nellis AFB (Las Vegas)

New Jersey

McGuire AFB (Wrightstown)

New Mexico

Cannon AFB (Clovis)

Holloman AFB (Alamogordo)

Kirtland AFB (Albuquerque)

North Carolina

Pope AFB (Fayetteville)

Seymour Johnson AFB (Goldsboro)

North Dakota

Grand Forks AFB (Grand Forks)

Minot AFB (Minot)

Ohio

Wright-Patterson AFB (Dayton)

Oklahoma

Tinker AFB (Oklahoma City)

South Carolina

Charleston AFB (Charleston)

Shaw AFB (Sumter)

South Dakota

Ellsworth AFB (Rapid City)

Texas

Dyess AFB (Abilene)

Lackland AFB (San Antonio)

Randolph AFB (San Antonio)

Sheppard AFB (Wichita Falls)

Utah

Hill AFB (Ogden)

Virginia

Langley AFB (Hampton)

Washington

Fairchild AFB (Spokane)

McChord AFB (Tacoma)

EUROPE:

Germany

Ramstien AB

Spandahlem AB

United Kingdom

Lakenheath RAF

Italy

Aviano AB

PACIFIC:

Japan

Yokota AB

Kadena AB

Korea

Osan AB

To obtain information on these bases, visit the official Air Force website at www.af.mil/sites/ and click on the “USAF Sites” tab and the “Alphabetical List” to obtain base website access.

Benefits

EMPLOYEE DEVELOPMENT: Financial assistance provided for job-related graduate work and certification preparation courses.

ANNUAL LEAVE (VACATION):

- 13 days for the first 3 years
- 20 days after 3 years
- 26 days after 15 years
- Can accumulate up to 30 days

HOLIDAYS: Ten paid holidays per year.

SICK LEAVE: Thirteen days a year with no limit on amount that can be accrued.

RETIREMENT: The Federal Employee Retirement System (FERS) is a flexible plan designed with a work force in mind that is more likely to work for several different employers during the course of a career. FERS has three components: Social Security Benefits, Basic Benefit Plan, and the Thrift Saving Plan (TSP) Benefits. You can view the FERS handbook at www.opm.gov/fers_election/ri_90/f_toc.htm.

BASIC BENEFITS PLAN. This portion is financed by a very small contribution from the employee and from the Government. The monthly payment depends on the employee's pay and length of service. The Government averages the highest 3 consecutive years of basic pay. This "high-3" average pay and the employee's length of service are used in the benefit formula. Employees who meet the criteria also receive a "Special Retirement Supplement" which is paid as a monthly benefit until the employee reaches age 62. This supplement approximates the Social Security benefit earned by the employee while employed by the Federal government. Your Basic Benefits Plan is vested after 5 years of creditable civilian service.

THRIFT SAVINGS PLAN (TSP). This tax-deferred retirement savings and investment plan offers the same type of savings and tax benefits private corporations offer under 401(k) plans. TSP participation provides the opportunity to save part of your income for retirement, receive matching agency contributions, and reduce your current taxes. Employees receive an automatic 1 percent government contribution and can contribute up to 11 percent and receive as much as a 4 percent matching government contribution. Your TSP account is completely vested after 3 years of service.

HEALTH BENEFITS: The Federal Employees Health Benefits (FEHB) Program offers a wide selection of health plan options to best meet your health needs. The program offers guaranteed protection that can not be canceled by the plan, coverage without medical examination, or restrictions because of age, current health, or pre-existing medical conditions. The Air Force shares the cost of the premium. For more information, see the FEHB handbook at www.opm.gov/insure.

LIFE INSURANCE: The Federal Employees Group Life Insurance (FEGLI) Program is an optional group life insurance plan offering low rates and the convenience of payment through payroll deduction. Basic life insurance coverage is equal to your annual basic pay (rounded to next \$1,000) plus \$2,000. Optional additional coverage is available. To view the FEGLI handbook online, go to www.opm.gov/insure/life/handbook

Career Development

We invest heavily in our auditors. From the moment you join the Air Force Audit Agency, you enter a professional development program that will continue throughout your career.

AUDITOR TRAINING SCHOOLS: Initially, the training we provide is comprehensive and continuous during the period required for you to reach fully qualified auditor status (2-3 years). Your formal development program includes both classroom instruction and various on-the-job practical applications under the guidance of senior auditors. You will have the opportunity to attend several auditor training schools at our in-house training facility at March ARB CA and other courses. Auditor in-house training schools include:

Professional Auditor Training School Entry Level (PATSEL)

Communication School

Intermediate Auditor School

Leadership School

Computer Assisted Audit Tools and Techniques (CAATTs)

MANAGEMENT/GRADUATE COURSES: After attaining the fully qualified auditor level, you are eligible to attend short- and long-term courses in specified fields. Some resident schools, such as the Air Command and Staff College and Air War College, may last up to 12 months. Your family may accompany you for this long-term training and all moving expenses will be paid.

CAREER BROADENING: AFAA personnel in grades GS-12 and above can apply for career broadening assignments in another field of Air Force Financial Management outside the AFAA. These are generally 2-year assignments and all moving expenses are paid.

GRADUATE AND PROFESSIONAL CERTIFICATION COURSES: To encourage professional development, we will partially fund job-related and self-improvement efforts to include graduate and various certification review courses. Audit experience gained with the AFAA qualifies you for meeting all CIA certification requirements and CPA certification requirements in many states.

Career Progression

Most auditors begin at the GS-07 level with an entry annual salary of \$29,723*. Minimum promotion eligibility is met after 1 year of satisfactory performance in the grade held. Therefore, auditors can reach the GS-12 level noncompetitively (progressing from GS-07 to GS-09, GS-09 to GS-11, and GS-11 to GS-12) attaining a salary of approximately \$51,000* after 3 years. See the “Salary” section for additional information.

Promotions above GS-12 are based on merit promotion competition. In most instances, a GS-13 promotion will require relocation. Most opportunities occur at Wright-Patterson AFB OH, March ARB CA, and the Washington DC area.

Our senior auditor, supervisor, and top management positions range from GS-13 to Senior Executive Service (SES) positions. The current salary range for the GS management and executive positions is from \$61,749 to \$111,581*. The salary range for the SES positions start at \$117,600*.

Upon reaching the GS-11 level, you have the opportunity for executive development through participation in the Air Force Financial Management Career Program. Under this program, you become eligible for selected training and career broadening positions. See the “Career Development” section for additional information.

CAREER PROGRESSION PATH:

GRADE	POSITION TITLE
Senior Executive Service	Auditor General Assistant Auditor General
GS-15	Deputy Assistant Auditor General Region Chief Associate Director Division Chief
GS-14	Program Manager Office Chief Staff Auditor
GS-13	Team Chief Audit Manager Staff Auditor
GS-07 through GS-12	Auditor Trainee/Auditor

We believe mobility enhances an individual’s development. However, we will consider your personal needs and desires.

MENTORING PROGRAM:

The AFAA Mentoring Program is offered to all new AFAA employees. The program matches the new employee with an experienced AFAA member to assist in a smooth transition by (1) helping the new employee understand Air Force and AFAA missions, visions, culture, norms, and values; (2) fostering professional development and career planning; and (3) encouraging development of audit skills.

* Based on Calendar Year 2001 “Rest of U.S.” salary and locality pay.

Application Process

Job vacancy announcement can be viewed at www.usajobs.opm.gov/wfjic/jobs/BO0014.HTM

HOW TO APPLY: Submit:

- (1) A resume, a Standard Form (SF) 171 “Application for Federal Employment” or an Optional Form (OF) 612 “Optional Application for Federal Employment” which is included in this packet. The OF 612 is also available at www.opm.gov/forms/html/of.htm
- (2) A copy of your most current college transcript (an official transcript will be requested upon job offer)

NOTE: If you have not graduated as of application date, also include a list of classes to be taken prior to graduation with the transcript.

- (3) A geographic preference worksheet is available on our website. You can choose up to 10 locations and submit it with your application. To see the cities near the applicable Air Force bases, refer to the “Locations” section of this packet.
- (4) A SF 181, “Race and National Origin Identification” (voluntary) which is included in this packet. The SF 181 is also available at www.opm.gov/forms/html/sf.htm.

***REQUIRED RESUME INFORMATION:** If you submit a resume, you must include the following information:

- (1) Job Announcement Number
- (2) Position Title and lowest grade you will accept
- (3) Whether you are interested in permanent or TERM positions must be included on the first page
- (4) Full name, mailing address, day and evening phone numbers
- (5) Social Security Number
- (6) Citizenship
- (7) Veteran’s Preference

Applicants claiming veteran’s preference must include member copy 4 of DD Form 214 and, if entitled to 10-point preference, SF 15 with required proof of entitlement. Applicants exercising Military Spouse Preference must include a copy of the sponsor’s orders of assignment to the geographic area.

A resume cover page for all required information is provided on our website. If you prefer, you may include the information on the cover page and submit with your resume.

SUBMIT APPLICATIONS TO:

11WG/DPCS
110 Luke Avenue Suite 300A
ATTN: Announcement #DEU 98-057 or DEU 98-058
Bolling AFB, DC 20332-0110

If you have any questions, please contact the AFAA Recruiting Coordinator:

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